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22 March 1998

MEMORANDUM FOR: Chief, Fiscal Division
SUBJECT : Disbursement by Treasury Check

1. It is kindly requested that a U. S. Treasury Check be drawn in favor of the company listed hereunder in the amount stated, which will be applicable to the contract or agreement shown. The contract number and invoice identification must appear on the check, but not appear on check.
 - a. Check drawn in favor of: Reynolds Electrical & Engineering Co., Inc.
 - b. Amount: \$107.50
 - c. Contract number: 24
 - d. Invoice number: 10000004
 - e. Check to be dated: 25 Mar 56
 2. Pertinent documentation in connection with this classified transaction which includes an appropriate certification executed by the Director is on file in the Office of the Project Comptroller.
 3. The payment requested is based on progress made by the contractor to date and is to be accounted for to the Finance Division. Accordingly, this disbursement should be charged to General Ledger Account No. 137, titled "Appropriated Funds Disbursed By Fiscal for Confidential Purposes." The allotment chargeable is 10000004 (107.50).
 4. The check should be dated as stated in paragraph 1 and the undersigned should be contacted on Extension when payment is ready for disposition.

Finance Divisions Please charge General Ledger Account #600-1.

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Authorized Certifying Officer
Project Comptroller

Distribution:
Call - Addressee
3 - [] (Pin)
4 - [] (Pin)
5 - [] n)
6 - Chrono

528 Jr./Jea

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